

Commercial or Business Security Survey

Exterior Grounds

Yes No

- Is there a fence around the property or a clear definition of Territoriality?
- If there is a fence, is it tall enough and maintained in good repair?
- Is there a reliable system for locking fence gates at night or when the facility is not occupied by personnel.
- Are fence gates maintained in a good state of repair, including hinges and locks?
- Are fences obstructed by weeds or other ground cover?
- Are there any unused or unneeded fence gates?
- Are there any trees, poles or other features that help a burglar climb over a fence?
- If appropriate, are there "No Trespassing" signs on the fence and/or gate?
- Are shrubs and bushes and other plant growth within four (4) feet of any sidewalks, driveways or building entrances maintained at a height of not more than two (2) feet?
- Are shrubs and bushes and other plant growth between four (4) and eight (8) feet from any sidewalks, driveways or building entrances maintained at a height of not more than four (4) feet?
- Are trees trimmed so that lower branches are at least six (6) feet off the ground?
- In parking areas, are trees trimmed so that they do not block out or obscure the light from light fixtures?
- Are trees trimmed so they cannot be used to gain access to an upper level of the building?
- Are spiny (thorny) plants used as ground cover along fences and under first floor windows of the building?

Exterior Lighting

Yes No

- Are building parking lots sufficiently illuminated?
- Are walkways and building entrances well lighted?
- Are all sides of the building adequately illuminated?
- Are lighting standards well marked or identified to facilitate the reporting of inoperative lighting?

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- Is there a clear definition of who is responsible for reporting inoperative lighting?
- Are electrical switch boxes secured?
- Is lighting directed or positioned in such a manner as to blind patrol officer?
- Are light fixture protective lenses vandal resistant?

Building Exterior

Yes No

- Are fire escapes and exits designed so they are difficult to access from the exterior of the building?
- Can access be gained to the roof or upper level windows by climbing up downspouts or other building attachments?
- Are telephone and power lines to the building located high enough so they are not easily accessible?
- Are there unprotected skylights that could provide access into the building?
- Are rubbish or trash container areas fenced and locked?
- Are random spot checks of outgoing trash made?
- Are fan openings and ventilator shafts adequately secured?
- Can access into the building be gained from an adjacent building?

Parking Areas

Yes No

- Is it possible for employees to remove property from the building and place it in their motor vehicle without being detected?
- Are parking lots conducive to patrol observation?
- Are parking lots monitored by closed circuit television?
- Are those who park in employee parking lots required to register their vehicles and display a parking permit?

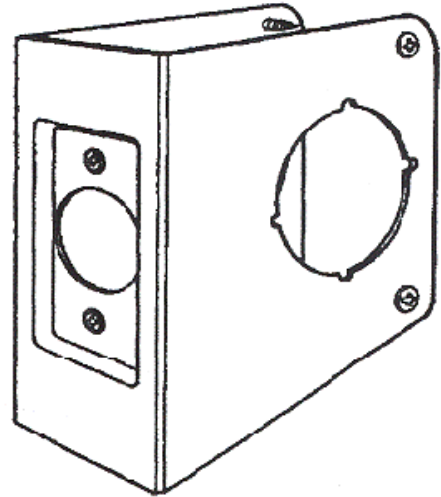
Exterior Doors

Yes No

- Are all exterior doors sturdy and resistant to forced entry?
- If exterior doors swing outward and have exposed hinge pins, have removable pins been replaced with non-removable hinge pins?

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- Are door frames well constructed and in good condition?
- Do all exterior doors fit tightly within their door frames?
- Do exterior doors have wide angle (180°) door viewers?
- For doors with glass within 40" of the lock equipped with double-cylinder dead bolts?
- For double exterior doors, is there an astragal (strong metallic cover slip) covering the space between the two doors?
- Are exterior door strike plates reinforced or heavy duty and secured with screws at least 3" long?
- Are exterior doors equipped with door re-enforcers – a metal channel that wraps around the door at the lock area?
- Are deadbolt locks with at least a 1" throw installed on all exterior doors?
- Are unused exterior doors properly secured?



Exterior Windows

Yes No

- Do all exterior windows have adequate locks?
- Are unused windows permanently sealed or protected by bars or grillwork?
- Are all windows within 14 feet of the ground protected with bars, grills or other protective coverings?
- Are all vents or similar openings having a glass area of one square foot or more secured with protective coverings?
- Are all windows with 14 feet of the ground that are not protected with bars, grills or other protective coverings protected by an electronic alarm system?
- Have any double hung windows within the building been pinned?
- Have crank handles been removed from casement windows?
- Do windows leading to a basement or subsurface level have security bars, grills or auxiliary locks?

Interior Lighting

Yes No

- Is interior lighting, particularly in high risk areas, adequate?
- Is there an auxiliary power source for interior lighting, particularly in hallways, restroom and other common areas?
- Is interior security lighting controlled by a timer rather than a wall switch?

Interior Doors

Yes No

- Are interior doors sturdy and resistant to forced entry?
- Do all interior doors fit tightly within their door frames?
- If interior doors swing outward and have exposed hinge pins, have removable pins been replaced with non-removable pins?
- Does each interior door have a workable locking device?

Access Management

Yes No

- Is there a written and consistently enforced key management policy?
- Is there a record of all keys issued, particularly master keys?
- Is there an enforced policy against unauthorized duplication of keys?
- Are loss or theft of keys promptly reported?
- Are periodic key audits conducted?
- Is there an effective key recovery policy when employees retire, resign, are discharged or suspended?
- Are duplicate keys stored in a secure location?
- Is there clear responsibility for key issuance and responsibility?

Ceiling Construction

Yes No

- Are there suspended ceilings with removable panels within the facility?
- Do walls of hallways, offices, storage areas, etc., rise completely to the subfloor of the second floor or roof so entry cannot be achieved by climbing over the wall?

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- Has wire mesh been placed over the removable panels of suspended ceilings?
- Have panels of suspended ceilings been glued in place?

Mechanical Equipment Rooms

Yes No

- Is access to building mechanical rooms adequately controlled?
- Are all gas, water, sprinkler and other valves securely locked?
- Are large electrical switches padlocked?

Safes

Yes No

- Is there a safe used for money or valuable property storage?
- If "yes," is the safe burglar resistant (able to withstand an attack with burglary tools or a torch for 30 minutes)? Is the safe secured to the floor or imbedded in concrete?
- Is the safe protected by an electronic alarm system?
- If the safe has wheels or casters, have they been removed?
- Is the safe lighted at night?
- Is the safe located where it can be observed by patrolling police or security officers?
- Is the safe combination changed whenever an employee with knowledge of the combination is involuntarily terminated?

Security Alarm System

Yes No

- Does the facility have an electronic alarm system?
- Was the alarm system installed by an experienced, reputable and reliable alarm installation company?
- Is the security alarm system monitored by a professional alarm monitoring company?
- If the alarm system is more than five (5) years old, has the equipment been evaluated for upgrading or updating?
- Have appropriate employees of the business been trained how to properly arm and disarm the alarm system?
- Does the alarm system have a back-up power source (battery/generator)?

